

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



INTERNATIONAL INSTITUTE OF
MODERN LETTERS
Te Pūtahi Tuhi Auaha o te Ao

CREATIVE WRITING PROGRAMME

**CREW 255 CHILDREN'S WRITING WORKSHOP
SECOND TRIMESTER 2006**

Staff

The co-ordinator of CREW 255 is Eirlys Hunter
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Class Times

Workshops take place 3.10 – 6.00pm on Mondays in the IIML Workshop Room.

Course Materials

There is one set text for the course, available from the the Student Notes shop in the Student Union Building. Workshop exercises produced by each student will provide further texts from week to week.

Note: This means that photocopying or printing will be an additional expense for you. You will need to bring **thirteen** copies of each piece of work to workshop meetings.

Aims and Content

CREW 255 requires you to write, read and think critically about fictional work for children.

This is achieved by:

- Writing exercises
- Discussion of written work
- Keeping a reading journal
- Creating a story bank
- Consistent, steady work towards your assessment folio

The aim of the writing exercises is to explore aspects of the craft of writing for children before you begin on your folio work. They allow you to experiment with your writing voice and to extend your imaginative range.

Reading, thinking about, and discussing each other's writing in a workshop setting allows you to develop insight into what's possible, and what works.

The story bank will be a resource for you to draw on as you work towards your portfolio and in the future.

By the end of the course you should have furthered your development as a writer for children and increased your awareness and understanding of the genre. You should also have gained some practical knowledge of the marketplace for children's literature.

Mandatory Course requirements

You must attend **all** workshops, complete **all** the prescribed exercise work, and keep a reading journal that you submit before you submit your portfolio. If you do not meet these requirements your portfolio will not be assessed and you will automatically fail the course.

Assessment

Assessment for CREW 255 is based on your folio of writing. **Two** printed copies of your folio must be submitted on **Monday 16th October**. Your folio will be read by the workshop coordinator and by an external assessor. After assessment has been completed your reading journal and one copy of your folio will be returned to you, along with reports from the two examiners.

Please note: CREW 255 is assessed on a pass/fail basis only. If you pass the course you will receive a Grade H (Certificate Pass).

The Folio

Your folio should be between 6,000 – 7,000 words, and, unless otherwise negotiated with the course coordinator, must consist of three items. These should all be suitable for children up to 12 years of age.

The folio should have at least one novel extract and one picture-book story.

Choose from the following:

- Picture Book (younger readers) (max 750 words)
- Picture Book (older readers) (max 1500 words)

- Short fiction for 5-8 year olds (max 1500 words)
- Short fiction 9 – 12 year olds (max 2,000 words)
- Novel extract for 6 - 9 year olds
- Novel extract – 12 year olds
- Play, suitable for school journal, 6-8 year olds
- Play, suitable for school journal, 9-12 year olds

The Reading Journal

In addition to your portfolio of writing you must submit a reading journal of at least 3000 words. This is due on 4th September. **It is mandatory to submit your reading journal in order to pass CREW 255 but the journal will not be assessed.** The guidelines for the journal will be discussed in class.

Workload

Expect to spend at least 15 hours a week on course work, but be aware that many students treat CREW 255 as a full-time undertaking. There is a lot of reading that needs to be done at a steady rate right from the first week.

Workshops

The first workshop is on Monday 10th July in the seminar room on the ground floor of Glenn Shaffer House. In the first few workshops students will present exercise work for group discussion. In the second half of the semester two students will present work-in-progress each week.

In addition each student will make a brief (5-10 minute) presentation to the class about one influential children's book.

Towards the middle of the course each student will have an individual conference with the workshop coordinator (about 30 mins). Students should aim to have planned the contents of their folio by this stage.

CREW 255 Timetable 2006

- 10 July Introductions, where stories come from, ex 1
- 17 July ex 2 Character
- 24 July ex 3 Relationships, dialogue
- 31 July ex 4 The situation and the story
- 7 August ex 5 Time, place and scale. Visitor Kate de Goldi
- 14 August ex 6 Re-writing and editing. Visitor Margaret Cahill

mid-trimester break no meetings

- 4 Sept: Folio workshop. Two folios and two book presentations each week from now on. Reading diaries due.
- 11 Sept: Folio workshop
- 18 Sept: Folio workshop
- 25 Sept: Folio workshop
- 2 Oct: Folio workshop
- 9 Oct: Final folio workshop
- 16 Oct Evening. Folio hand-in party

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GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean of your faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

‘Someone else’s work’ means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University’s website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Co-ordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building:

Telephone: 463-6070

Email: disability@vuw.ac.nz

The name of your School’s Disability Liaison Person is in the relevant prospectus or can be obtained from the Administrative Assistant.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, the following staff members will either help you directly or quickly put you in contact with someone who can.

	Staff member	Location
FHSS	Ann McDonald, Student Support Co-ordinator	2 Wai-te-ata Road
Law	Kirstin Harvey	Old Govt Building, room 103
Science, and Architecture and Design	Liz Richardson	Cotton Building, room 150
Commerce and Administration	Colin Jeffcoat	Railway West Wing, room 119
Kaiwawao Maori	Liz Rawhiti	Old Kirk, room 007
Manaaki Pihipihinga	Melissa Dunlop	14 Kelburn Pde, room 109D
Victoria International	Anne Cronin	10 Kelburn Pde, room 202

The Student Services Group is also available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

Email: student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building:

Telephone 463 6983 or 463 6984

Email: education@vuwsa.org.nz.